

CHAPTER 305 CITY CLERK

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SUBCHAPTER 1 GENERAL PROVISIONS

305-1. Notification of Tax Refund, etc. It shall be the duty of the city clerk forthwith to notify the commissioner of assessments in writing, of the cancellation, remission or annulling of any tax or assessment, or of the refunding of the amount thereof, which notice shall specify the amount and year of the tax or assessment, the reason why the same was cancelled, annulled, or remitted, or the amount thereon refunded, and all other material information relating thereto, and it shall be the duty of the commissioner to keep in the office a record of all material facts so communicated to him or her by the clerk.

305-3. Certified Copies. 1. FEE. The city clerk shall collect a fee sufficient to cover the cost of making copies of any records or papers. See s. 81-18 for the required fees for making certified copies of records and papers.

2. NOT TO APPLY TO DEPARTMENTS. Nothing in this section contained shall be construed to allow the city clerk to charge any fee for furnishing certified copies to any department of the municipal government.

3. FEES PAID TO CITY TREASURER. The fees collected by the city clerk as provided by this section shall be accounted for and paid over to the city treasurer in the manner provided by the charter.

305-5. Distribution of Common Council Proceedings. 1. CITY CLERK TO DISTRIBUTE. The proceeding of the Milwaukee common council, both in single copy and bound volume, shall be distributed by the city clerk in the manner and to the persons, agencies, departments and organizations as hereinafter indicated in this section of the code.

2. DISTRIBUTION, HOW MADE.

Distribution shall be personal as far as is practicable, and when otherwise by mail, express or freight with all carriage charges being charged to the city of Milwaukee.

3. WHEN WITHOUT FEE OR CHARGE. a. Sufficient single copies and bound volumes shall be distributed to the following persons, departments, agencies and organizations without fee or charge:

a-1. All city departments and full time staffed agencies, including the Milwaukee sewerage commission.

a-2. All duly elected officials as enumerated in s. 2-01 of the charter except school board members.

a-3. The Milwaukee board of school directors and the Milwaukee board of vocational and adult education.

a-4. Holders of contracts for printing the common council proceedings and official advertising.

a-5. Marquette University Law Library, University of Wisconsin-Milwaukee Library, and the Milwaukee County Law Library.

a-6. League of Wisconsin Municipalities; Director of the Census, Library, Washington D.C.; Wisconsin State Historical Society, and the Wisconsin Legislative Reference Bureau.

b. Sufficient single copies only shall be distributed to the following person, agencies, department and organizations without fee or charge:

b-1. All Milwaukee county departments and full time staffed agencies, the county executive, and the county board of supervisors.

b-2. Clerk of circuit court and the register in probate.

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c. Single copies only may be distributed to the following persons and organizations upon request without fee or charge:

c-1. Former city officials as enumerated in s. 2-01 of the charter except former school board members.

c-2. Members of the Milwaukee county board of supervisors.

c-3. Members of the Wisconsin State Legislature from Milwaukee county.

c-4. Daily and weekly newspapers published and circulated in Milwaukee county.

c-5. Any unit of government in the United States or Canada, which reciprocates by sending copies of its legislative proceedings upon request of the city of Milwaukee.

c-6. Members of the general public who appear at the office of the city clerk and request individual copies, subject however to available supply.

4. WITH FEE OR CHARGE. a. Single copies shall be distributed, by mail or other carrier, to all other persons, agencies, departments and organizations not otherwise specified in this section, upon prepayment of the fee required in s. 81-37-1 to the city clerk, which money shall be deposited in the city treasury.

b. Bound volumes shall be distributed to all other persons, agencies, departments and organizations not otherwise specified in this ordinance, who appear at the office of the city clerk and make their request, upon payment of the fee required in s. 81-37-2 to the city clerk, which money shall be deposited in the general treasury.

SUBCHAPTER 2
LEGISLATIVE REFERENCE BUREAU

305-30. Reference and Research Duties and Responsibilities. The legislative reference bureau shall:

1. Report upon the laws and ordinances relating to any subject upon which the bureau may be requested to report by any common council member or committee, or the mayor, or the head of any city department, or any city board or commission; and accumulate data with respect to the operation and effect of such laws and ordinances.

2. Collect all available information relating to any matter which may be the subject of proposed legislation by the common council.

3. Prepare all bills or ordinances for introduction into the common council except for traffic control regulations; zoning and subdivision regulations; establishment of width and grade of streets, alleys and sidewalks; salary and position ordinances; and those matters drafted by the city attorney.

4. Maintain and secure a collection of public documents and research and reference materials as may have bearing on any issue under discussion or consideration by public officials of the city, and provide access to such collection so that it is accessible to city officials and open to inspection and use for reference purposes to the general public.

5. Provide budget analysis for the common council and all council committees.

6. Provide fiscal analysis for the common council and all council committees on matters that are or may be for consideration before the common council.

305-31. Duties Relating to the Milwaukee Code. The legislative reference bureau shall:

1. Keep and maintain a loose leaf or otherwise flexible set of all sections of the Milwaukee code, whether currently in force or superseded.

2. Supervise the preparation and printing of such compilations of particular chapters or sections of the Milwaukee code as may be required from time to time.

3. Keep in connection with repealed or otherwise superseded ordinances adequate records and references to numbering in previous revisions, compilations or printed volumes to permit the tracing of the history of any provision of the Milwaukee code to its original enactment.

4. Prepare and keep in loose leaf form, arranged numerically, all sections of the code heretofore in force which have been repealed, amended or superseded by subsequent enactment, with notes relating to each section, subsection or paragraph, and reference to numbering in previous revisions, compilations or printed volumes, and to keep indexes thereof.

5. Prepare a definite plan for the order, classification, arrangement and printing of the code and present to the common council in such ordinance or ordinances such consolidation or revision relating to the code or any portion from time to time.

6. Periodically submit to the common council non-substantive revision ordinances to renumber provisions of the code, correct and standardize cross-references, clarify effective dates, delete redundant or superfluous text, correct or improve grammar, correct names or titles, eliminate discriminatory language and similar technical amendments.

7. Correct spelling and typographical errors in the printed code, provided the errors were not contained in the text when approved by the common council.

8. Act and perform in the same manner with respect to the city charter as is provided in this section for the code.

305-32. Official Depository for City Documents. The legislative reference bureau is the official depository of copies of city documents as identified in this section. The head of each city department, board and commission shall promptly submit the following to the bureau:

1. Three copies of each report. In this subsection "reports" includes studies, bulletins, circulars, brochures, pamphlets or similar items issued by any city department, board and commission regardless of the medium on which it is produced. "Reports" also includes consultants' reports, but excludes materials such as forms, general correspondence, interoffice and intraoffice memoranda or materials of a similar nature.

2. One copy of minutes and bylaws. In this subsection:

a. "Minutes" refers to the summaries or transcriptions of meetings held by city boards, committees, task forces and commissions.

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b. "Bylaws" refers to the rules adopted by any board or commission for its governance and the conduct of meetings.

3. Three copies of annual reports or any statement of its activities for the preceding year as soon as printed or otherwise available.

**LEGISLATIVE HISTORY
CHAPTER 305**

Abbreviations:

am = amended
cr = created

ra = renumbered and amended
rc = repealed and recreated

m = renumbered
rp = repealed

<u>Section</u>	<u>Action</u>	<u>File</u>	<u>Passed</u>	<u>Effective</u>
Ch. 305	cr	881930	3/7/89	3/25/89
305-1	am	921114	11/20/92	12/11/92
305-21	cr	921362	5/25/93	6/12/93
305-21	rp	040630	9/21/2004	10/8/2004
305-21-1	am	960238	6/4/96	6/21/96
305-30	rc	961523	2/11/97	2/18/97
305-31	rc	961523	2/11/97	2/18/97
305-31-19.5	cr	891785	1/16/90	2/3/90
305-32	rc	961523	2/11/97	2/18/97
305-33	rp	961523	2/11/97	2/18/97
305-34	rp	961523	2/11/97	2/18/97

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